

# Employee Post-Travel Disclosure of Travel Expenses

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

2019 MAY 21 PM 5:07

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): International Republican Institute

Travel date(s): 4-16-2019 to 4-23-2019

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2132.05- Flight	\$268-Cherkasy	\$81-Cherkasy	\$50-election day supplies
<input checked="" type="checkbox"/> Actual Amount	\$250-ground trans.	\$540-Kyiv	\$315-Kyiv	

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Ukraine Presidential run off Election Observation Mission (Agenda Attached)

5-10-19  
(Date)

Hannah Thoburn  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5-14-2019  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

**This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.**

1. Sponsor(s) of the trip (please list all sponsors): International Republican Institute (IRI)

2. Description of the trip: Ukraine Presidential run off Election Observation Mission

3. **Dates of travel:** April 16, 2019 - April 23, 2019

4. Place of travel: Kyiv, Ukraine and Cherkasy, Ukraine

5. Name and title of Senate invitees: Hannah Thoburn and Robyn Engibous (see Addendum for titles)

☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).

**-AND-**

☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

**2112000000**

**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.

**OR**

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

**OR**

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

[illegible]

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

**IRI has had a long-term presence in Ukraine and regularly conducts election observations missions**

around the world and in Ukraine to help ensure elections are free and fair. IRI will organize all logistics &

conduct all activities for this trip for this congressional participant. IRI is the sole sponsor.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

IRI is a non-profit, non-partisan international organization that support democracy and governance

overseas; this EOM will help ensure these elections are free and fair by having international observers.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

IRI has sponsored congressional trips to foreign countries, many of which are similar to this election

observation mission. IRI sometimes co-sponsors congressional trips with the National Democratic

Institute, including one in February 2019 for the Nigeria elections.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

IRI implements projects and activities to provide information and share knowledge including through trainings, conferences, seminars and technical consultations for governmental (eg. government officials & political parties) and non-governmental (eg. civil society) stakeholders.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$2,386 economy class R/T airfare; \$250.00 ground transportation by shuttle bus and car	\$1,149 total \$729 Kyiv \$420 Cherkasy	\$606.50 total \$360.50 Kyiv \$246 Cherkasy	\$50.00 election day observation supplies
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

a) This trip involves an event that is arranged or organized without regard to congressional participation.

18. Reason for selecting the location of the event or trip

The outcome of this run-off election will determine Ukraine's next president and will impact whether the country remains on its path of democratic reforms and European integration. (see Addendum)

19. Name and location of hotel or other lodging facility:

Hyatt Regency, 5, Alla Tarasova Street, Kyiv, Ukraine 01001

Optima Hotel, 6 Lazareva Str., Cherkasy, Ukraine

20. Reason(s) for selecting hotel or other lodging facility:

The hotels are within USG per diem rates and are safe and centrally located.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

**All lodging, per diem and other expenses provided to participants will be at or below U.S. Department of State established rates. See attachment with detailed explanation of per diem expenses.**

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

**Round trip economy class airfare, shuttle bus within Kyiv, hired car/driver for travel to/from Kyiv and Cherkasy.**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

**Signature of Travel Sponsor:**

**Name and Title:** Kimber Shearer, Vice President and Counsel

**Name of Organization:** International Republican Institute

**Address:** 1225 I Street, NW, Suite 800, Washington, DC 20005

**Telephone Number:** 202-572-1566

Fax Number: N/A

**E-mail Address:** [kshearer@iri.org](mailto:kshearer@iri.org)



**International Republican Institute**  
1225 Eye St. NW, Suite 800  
Washington, DC 20005  
(202) 408-9450

## **IRI Ukraine Short-Term Election Observation Mission**

### **Agenda for Hannah Thoburn**

**April 16-April 23, 2019**

#### **Tuesday, April 16, 2019**

6:05pm Departed from the Washington Dulles Airport, Flight AF 055

#### **Wednesday, April 17, 2019**

1:40pm Arrived on AF 1752 at Boryspil International Airport. Delegates were met by IRI staff.

3:30pm

Check-in at hotel

Hyatt Regency Kyiv

5, Alla Tarasova Street

Kyiv, Ukraine, 01001

6:00pm-9:30pm

Working Dinner

Delegates received briefing materials and discussed the schedule of events, met delegation and reviewed logistics. The discussion was moderated by IRI's Regional Director for Eurasia, Stephen Nix.

#### **Thursday, April 18, 2019**

9:00am – 10:00am Hyatt Regency Kyiv

Briefing #1: IRI's Programming in Ukraine & IRI's Approach to International Election Observation  
Presentation by IRI Resident Country Director, Michael Druckman

Participants heard about IRI's programming throughout Ukraine and IRI's long history of conducting election observation missions in the country.

Participants learned about the specific procedures, observation methodology reporting process and international observer code of conduct.

Participants heard about IRI's policy on social media, as well as more traditional forms of media.

Participants heard from IRI's Long-Term Coordinator Natasha Rothchild, who shared her observations and analysis of the pre-election period. The analysts provided an overview of particular issues that the observers should be knowledgeable of before Election Day.

**Briefing #5:** Participants had an opportunity to hear from the United States Ambassador to Ukraine, Marie L. Yovanovitch. They engaged in conversations on the observation mission, and had an opportunity to ask her questions.

Discussion with President Poroshenko's team. Participants learned about observations and views of President Poroshenko's team on the election law and any issues or concerns around the election day proceedings.

Participants engaged in conversations on the observation mission and meetings. The discussion was moderated by IRI's Regional Director for Eurasia, Stephen Nix.

Discussion with Volodymyr Zelenskiy's team. Participants learned about observations and views of Volodymyr Zelenskiy's team on the election law and any issues or concerns around the election day.



### Working dinner

**Friday, April 19, 2019**

### Working breakfast

10:00am Hyatt Regency Kyiv

Check out of hotel

12:30pm

### Check in to hotel

6 Lazareva Str.

2:30pm -

### Working Lunch

4:30pm -5:35pm

## Meeting with Cherkasy Team of Volodymyr Zelenskiv

Participants learned about observations and views of the team on the election law and any issues or concerns around the election day. The discussion was moderated by IRI staffer Viktoriya Shylyuk.

### Working dinner

**Saturday, April 20, 2019**

## Region-Specific Briefings and Election Day Planning

Participants met with several local stakeholders throughout the day who provided insights on the electoral process and pre-election period that were specific to Cherkasy. Before the end of the day, participants did a final review of the specifics of the Election Day observation:



9:00am – 9:30am

Working Breakfast at Optima Hotel

Meeting with translator, review of Translator's role and responsibilities.

10:00am-11:00am

Departed hotel to locate and visit District Election Commission (DEC) office. Checked in on their election-day preparations as international observers and checked to see if everything seemed orderly and ready in advance of Election Day. IRI team inquired as to whether they had received all supplies from the Central Election Commission, whether they felt adequately trained, etc.

11:30am – 12:15pm

Meeting with local journalist to discuss issues and concerns around election day.

2:00pm – 2:30pm

Meeting with OPORA Regional Coordinator

The purpose of this meeting was to learn from the regional coordinator in Cherkasy for OPORA, a trusted domestic observer group, who has been based in Cherkasy monitoring the pre-election environment, the first round, and the interim period prior to the second round of voting. IRI asked if there is anything they should be on the lookout for and learned their perspective on the election. The discussion was moderated by IRI staffer Viktoriya Shylyuk.

3:15pm – 4:30pm

Working Lunch

Discussion with IRI staffer, Viktoriya Shylyuk on the observations of the campaign teams and the schedule for the remainder of the day.

6:00pm – 6:30pm

Departed Optima Hotel with driver and translator/facilitator to locate the polling station that would be visited first thing in the morning on Election Day. Given that the observers must be present at the polling station at 6:45am, IRI recommends that the teams locate it in advance—as sometimes they are poorly marked.

### **Sunday, April 21, 2019**

Each observer was assigned to a team with one staffer, one translator and one driver to observe Election Day proceedings. They visited several different polling stations throughout the day, taking notes and reporting on the degree to which electoral protocols and procedures were being properly followed. IRI's observers are guided by international electoral standards, such as the Declaration of Principles for International Election Observation and Code of Conduct of International Election Observers and the requirements of Ukrainian law and the Ukrainian Constitution. Specifically, observed:

- The adherence of Ukrainian electoral officials to the requirements of the electoral law and guidelines;
- The ability of individual voters to cast their vote in secrecy, without undue hardship or intimidation;
- Whether votes are counted and reported accurately;
- Any barriers to participation in the political process (e.g. discrimination based on age, ethnicity, gender, accessibility, language, or availability of translation); and
- The extent to which participants in the electoral process—voters, political party activists, domestic observers and candidates—are fully able to exercise their rights with regard to the elections.

Observers periodically checked-in with IRI's Command Center to report location and observations.

6:45am

Arrived at pre-selected polling station to observe opening procedures and report back to Kyiv centralized election team via standardized reporting forms.

7:00am – 8:00am

Observed opening procedures beginning at polling station

8:00am

Observed doors opening of polling station and first few voters as they cast their ballots.

8:30-7:45pm

Throughout the day, IRI observer teams visited polling stations and reported observations. After each polling station visit, which lasted anywhere from 30 minutes to one hour, the team reported their observations using standardized forms to IRI's centralized election team in Kyiv, where the data was aggregated. At 6:00pm, the team notified IRI centralized election team at which polling station the team would observe the closing procedures.

7:45pm

Arrived at polling station to observe closing procedures

8:00pm – 12:00am

Polling stations close at 8:00pm, final voters cast their ballots, and closing procedures begin. Participants observed the vote tabulation and reported their findings through the standardized reporting forms to the central team in Kyiv. All data on closing procedures was aggregated from these forms.

**Monday, April 22, 2019**

9:00am – 10:00am Optima Hotel

Working Breakfast

10:00am Optima Hotel  
Check out of hotel  
Participants were be met by their driver in the hotel lobby

3:00pm – 6:00pm  
Press Conferences

- 3:00pm OSCE/ODIHR
- 4:00pm NDI
- 4:30pm IRI

**6:00pm– 9:00pm**  
**Working Dinner**  
Delegates had an opportunity to share their impressions and observations from Election Day. The discussion was moderated by IRI's Regional Director for Eurasia, Stephen Nix.

**3:40pm Arrived at the Washington Dulles Airport, Flight AF 054**

## Thoburn, Hannah (Foreign Relations)

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**From:** Sam LaHood <slahood@iri.org>  
**Sent:** Tuesday, March 5, 2019 8:14 AM  
**To:** Thoburn, Hannah (Foreign Relations)  
**Subject:** IRI Invitation - Ukraine Election Observation

Dear Hannah - On behalf of the International Republican Institute, I am writing to invite you to observe the second round of the 2019 Ukrainian presidential election as a delegate in IRI's official election observation mission. IRI polling indicates that the March 31 presidential election is likely to result in a runoff election. The second round is scheduled for April 21, 2019.

IRI plans to field a team of international election observers from April 16-23, 2019. The delegation will arrive in Kyiv, Ukraine for briefings prior to deploying across the country for observation on election day. IRI will cover your travel, lodging, meals and incidental expenses in accordance with U.S. federal government regulations.

IRI has been actively engaged in Ukraine for more than 25 years and continues to conduct programming there in the following areas: strengthening local governance, supporting democratic political parties, engaging with youth, and building democratic institutions. Your participation in this mission will assist IRI in its work to help strengthen Ukraine's democracy.

Please let me know what further questions I can answer and with the Senate ethics deadline will need to move quickly to secure your spot on the mission.

Best,  
Sam

*Director for Government and External Affairs*  
International Republican Institute  
Office: +1.202.572.1522  
[slahood@iri.org](mailto:slahood@iri.org)  
[@samalahood](#)

Get Connected to IRI:



A nonprofit, nonpartisan organization, the International Republican Institute (IRI) advances freedom and democracy worldwide by developing political parties, civic institutions, open elections, democratic governance and the rule of law. Learn more about IRI at: <http://www.iri.org>



# EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

ETHIC MAR15'19PM 3:58

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Hannah Thoburn

Employing Office/Committee: Senate Foreign Relations Committee

Private Sponsor(s) (list all): International Republican Institute

Travel date(s): April 17-23, 2019

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Kyiv, Ukraine

Explain how this trip is specifically connected to the traveler's official or representational duties:

I cover European issues for the Committee, and Ukraine is a major hot spot.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3-15-2019  
(Date)

H. Thoburn  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Jim Risch/SFRC

Hannah Thoburn

I, Senator Jim Risch/SFRC hereby authorize Hannah Thoburn  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/15/2019  
(Date)

Jim Risch  
(Signature of Supervising Senator/Officer)

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*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Kyiv, Ukraine

Explain how this trip is specifically connected to the traveler's official or representational duties:

I cover European issues for the Committee, and Ukraine is a major hot spot.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Jim Risch/SFRC

Hannah Thoburn

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_

(Print Senator's/Officer's Name) (Print Traveler's Name)

I am an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/15/2019

(Date)

\_\_\_\_\_  
(Signature of Supervising Senator/Officer)

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Name of Traveler: Hannah Thoburn

Employing Office/Committee: Senate Foreign Relations Committee

Private Sponsor(s) (list all): International Republican Institute

Travel date(s): April 17-23, 2019

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Kyiv, Ukraine

Explain how this trip is specifically connected to the traveler's official or representational duties:

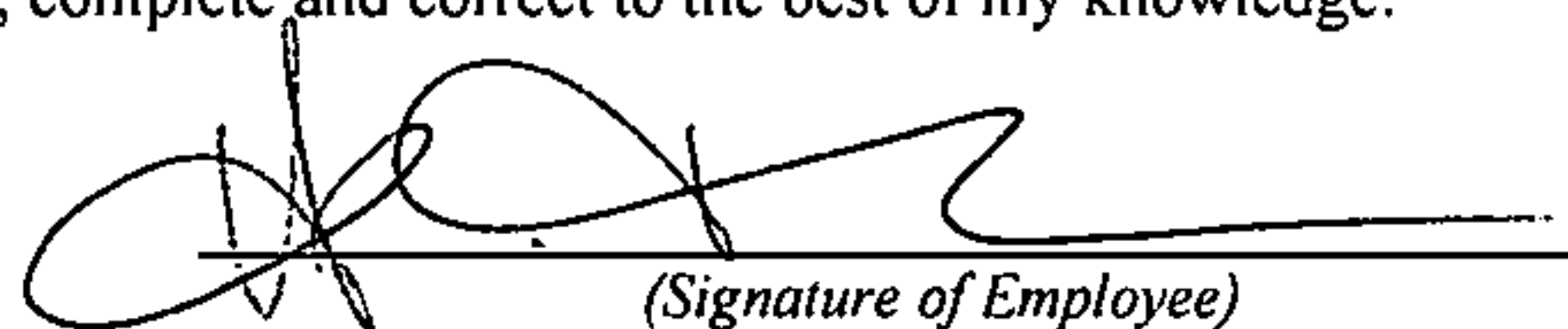
I am the Republican PSM responsible for covering Europe and Eurasia for SFRC & Chairman Risch. Ukraine is a major destination for U.S. development and military assistance dollars, many of which have gone into supporting a democratic transition, and which my office oversees. I will travel to Ukraine to observe the second round of the Ukrainian Presidential elections and will hold meetings with many of those organizations and government entities that the U.S. has helped reform. I will gather information about the situation in Ukraine, the progress of reforms and any connected waste or corruption, and continue U.S. pressure for reforms.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3-25-2019  
(Date)

  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator James Risch/SFRC hereby authorize Hannah Thoburn  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Supervising Senator/Officer)